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The Municipality of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville

Valley Region Solid Waste-Resource Management Authority
Wednesday, May 19, 2021
9:00am
via WEBEX Video Conference

These minutes are in draft form and subject to amendment upon final approval by the Valley Region Solid Waste-Resource Management Authority

Attendees

Members Present: Wendy Donovan (until approximately 9:45am) Craig Gerrard, Derrick Jamieson, Martha Armstrong, Gail Smith and Pat Power

Alternate Members Present: Wendy Elliott

Guests: Mike Livingstone, Manager Financial Reporting, Municipality of Kings (via Webex), Sandi Millett-Campbell, CAO, Town of Annapolis Royal and Dan Troke, CAO, Town of Kentville

Regrets: None

Staff: Andrew Wort, Andrew Garrett, Ken Redden, John Shanks-Authority Solicitor and Brenda Davidson

Agenda Item No. 1 – Welcome and Call to Order

Chair Armstrong welcomed everyone calling the meeting to order at 9:01am.

Agenda Item No. 2 – Approval of the Agenda

ON MOTION OF DERRICK JAMIESON AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE AGENDA, WITH AGENDA ITEM NO. 9.1 MOVED TO DIRECTLY FOLLOWING AGENDA ITEM NO. 4.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Draft Minutes from Regular Authority Meeting April 21, 2021

ON MOTION OF WENDY DONOVAN AND SECONDED BY GAIL SMITH THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD APRIL 21, 2021, AS CIRCULATED.

MOTION CARRIED.

Agenda Item No. 4 – Business Arising from the Minutes

There was no business arising from the minutes to bring before the Authority at this time.

Agenda Item No. 9 – New Business

Agenda Item No. 9.1 – In-Camera Attendance Process

Mayor Donovan asked that this topic be included on the Agenda in follow-up to communication that occurred following an in-camera discussion where both she and Erin Beaudin, CAO, Town of Wolfville, were caught by surprise when contacted. It was further noted that Wendy Elliott, who had attended the last meeting representing the Town of Wolfville had been advised that she was unable to share the information raised in-camera with Town representation leading to what was described as an awkward situation.

A short discussion arose where it was indicated that Authority representatives are free to share information raised during an in-camera session privately with their respective CAO's and/or Councils (during an in-camera session) to ensure the continuity of confidentiality. It was suggested that staff look into a secure venue to provide the representatives of the Authority and Parties the opportunity to be aware of the specific topics to be discussed during an in-camera session along with any associated documentation to be shared during the session. General Manager Wort indicated that staff will immediately investigate the best approach to meet needs.

Chair Armstrong thanked Mayor Donovan for raising the matter.

Agenda Item No. 5 – General Manager Report

General Manager Wort noted that it has been a very busy month indicating that while most issues will be addressed later during the in-camera session, he did want to advise the Authority of the following:

- COVID Response – it was noted that there was a potential exposure incident in the administration office recently where a contracted service provider was on site and 7-8 days later tested positive for COVID. Those who had close contact with the contractor were sent home and asked to be tested with all coming back with negative results. The incident proved how fast an organization can be affected by an exposure and reinforced that COVID-19 is around us and that precautions must be taken at all times. Employees in the administration office are masked when not in their respective “work areas” and working from home where possible. Steps have been taken to isolate the staff at the West Management Centre from those who work at the East Management while recognizing that there are roll-off truck drivers who work at both sites. The staff at the East Management Centre have been divided into 2 shifts and masking is required at all time if staff are in close proximity to each other during the overlapping time period between the shifts. Time has been taken to meet with staff to ensure that all are comfortable with the protective steps being taken. As an added step, the Management Centres have been closed to the general public with the exception of essential waste disposal which, while difficult to strictly enforce, has reduced the number of vehicles visiting the sites by about 50%.

- Service to the Municipality of Annapolis County – with finalized Agreements in place, service provision to the Municipality of Annapolis County began yesterday, May 18, 2021, with their materials flowing through the West Management Centre. In order to address the added use, the West Management Centre will now be fully open on Thursdays but will remain closed on Mondays unless the Monday is a designated alternate day for Holiday or cancelled collection services due to poor weather.
- Interim Operations Manager Redden will be raising a number of issues related to improvements to the West Management Centre now under consideration and investigation as well as matters related to safety issues later during the meeting including those associated with the compaction equipment at the East Management Centre
- The installation of the video camera equipment is going very well with the work to be undertaken at the West Management Centre soon. The work at the East Management Centre and Administration office is close to completion with the contractor now awaiting delivery of a couple of final components.

A short discussion arose regarding the resumption of services to the Municipality of Annapolis County and the financial impact of that with General Manager Wort indicating that he has discussed the matter with CAO Conrod and Greg Barr who were both of the opinion that under the fee for services arrangement and the associated cost recovery a supplementary operating budget is not required at this time; however, if it is determined in the best interest of the Authority to move forward with additional capital acquisitions a supplementary budget may be required at that time. In response to the question, it was noted that staff are now in the process of recruiting 2 additional equipment operator/utility workers to augment the staffing complement at the Management Centres.

On a final note General Manager Wort noted that consideration is being given to the replacement of the defunct outdooring scale at the West Management Centre with Interim Operations Manager Redden to provide additional information later during the meeting.

ON MOTION OF WENDY DONOVAN AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE GENERAL MANAGER'S REPORT.

MOTION CARRIED.

Agenda Item No. 6 – Interim Finance Director Report

Agenda Item No. 6.1 – Status of Approval: Draft 2021-2022 Operating and Capital Budget – All Parties have now approved

General Manager Wort noted that Interim Finance Director Armstrong is not attending the meeting today as he is diligently focusing attention on the completion of the on-going financial audit which, while challenging for both him and the Authority's new auditing firm, MNP, is generally going quite well. Mr. Wort further noted that all Parties have approved the Authority's 2021-2022 Operating and Capital Budget and further that the associated Debenture documents are under circulation to the Parties and ready for signature by Chair Armstrong.

In response to the question, it was noted that investigations into the COVID Re-Start Program funding did not appear to apply to the Authority's programs and services with Chair Armstrong noting that if the

Authority did have extraordinary expenses then attempting to tap into the fund may be possible, but at this time the Authority is not in that position.

ON MOTION OF DERRICK JAMIESON AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INTERIM FINANCE DIRECTOR'S REPORT AS PROVIDED BY GENERAL MANAGER WORT.

MOTION CARRIED.

Agenda Item No. 7 – Communications Manager/Regional Coordinator and Communications Report

Communications Manager Garrett noted the following Regional Chairs Committee key activities:

- Chair Tom Taggart will be taking a leave of absence with Vice-Chair Cyril MacDonald assuming his role – steps are now being taken to re-fill the role of Vice-Chair
- Staff have been advised that the Province of New Brunswick, is believed to be moving forward with Extended Producer Responsibility Regulations and it is hoped that with New Brunswick now positioned to take this step that Nova Scotia will quickly follow.
- The Regional Chairs Committee has a meeting with the Honourable Keith Irving, Minister of Environment and Climate Change, scheduled to take place on July 6th. The meeting was originally going to be with the Chairs Executive only, but Minister Irving has requested that all Chairs attend if possible.
- Divert NS has released a series of Videos discussing food waste with Tap Root Farms being one of the featured locations.

Mr. Garrett then referred to the Education Update, dated April 2021, the Enforcement Report to Authority dated April 2021, the Social Media Report, dated April 2021 and the Washed Up and Wasted report, all as circulated and attached to these minutes. Mr. Garrett noted with regard to spring clean up in cottage country, residents living on roads that cannot accommodate the large collection vehicles are asked to bring their materials to the site where the seasonal collection bin was previously located. While generally this approach has gone very well, there have been issues around unacceptable materials being left at these sites with staff attempting to collect items as possible including but not limited to paint, pesticides, electronics etc. This is a difficult matter to enforce as it is essentially impossible to determine who left the materials at the site.

With regard to the Washed Up and Wasted document, Mr. Garrett noted that staff are spending a great deal of time responding to requests for the collection of materials during beach sweeps, etc. In April alone, 3.5 tonnes of material were collected by staff with 24.5 or more staff hours being utilized. Mr. Garrett noted that the recruitment process for a Green Cart Utility Worker is now complete and that person will be tasked with assisting with picking up materials generated by the beach sweeps and/or other clean-ups on public open spaces.

Mr. Garrett was pleased to report that Dale Roberts has now been approved as a Special Constable to enforce the Environment Act in the Valley Region. The process to have him designated as a Special Constable under the Waste-Resource Management Bylaw now approved by all Parties is still underway and will be finalized soon. In the meantime, Mr. Roberts is actively performing enforcement activities.

In response to the question, Mr. Garrett noted he would be happy to share the link to the Divert NS videos.

On a final note, Communications Manager Garrett noted that Maxwell Chongva, the Summer Intern, fully funded through the Clean Foundation and Divert NS has now started work with the Authority and will be focusing attention on waste audits and assisting the education team as possible.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE COMMUNICATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 10 – Correspondence

Agenda Item No. 10.1 – April 11, 2021 Letter to Intermunicipal Services Board Chairs From Mayor Peter Muttart

Chair Armstrong referred to the letter dated April 11, 2021 to Intermunicipal Services Board Chairs from Mayor Peter Muttart, as circulated and attached to these minutes.

ON MOTION OF DERRICK JAMIESON AND SECONDED BY CRAIG GERRARD THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE APRIL 11, 2021 LETTER TO INTERMUNICIPAL SERVICES BOARD CHAIRS FROM MAYOR PETER MUTTART.

MOTION CARRIED.

Agenda Item No. 8 – Interim Operations Manager Report

Interim Operations Manager Redden referred to the Interim Operations Manager Report to the Authority, dated May 19, 2021, as circulated and attached to these minutes highlighting the following key topics of interest:

- Additional tonnages being managed at the Management Centres during spring clean up service poses a challenge at both sites. The step taken to close the sites to the public on May 11, 2021, has eased some stress by resulting in a noted reduction in small loads being delivered to the sites by the general public. Mr. Redden further noted that the operators of the Kaizer Meadow Landfill have been very cooperative in keeping their site open beyond normal operating hours to allow for the smooth and continuous flow of materials.
- As discussed earlier, Mr. Redden noted the steps taken at the Management Centres to address the heightened concerns around the potential for exposure to COVID-19.
- As all are aware there was a fire at the Kaizer Meadow Landfill on Tuesday with a flare up again yesterday morning. During that time the site was closed and materials from the valley region were diverted to the Cogmagun Landfill as the Management Centres do not have the capacity to store any materials.
- 4 staff members have now been trained in the removal of CFC's from refrigerant-containing appliances which will of great help in clearing the back-log of appliances that have gathered at the Management Centres.
- Issues with the West Management Centre sewer pumping station have now been resolved with the greatly appreciated help of staff from the Municipality of the County of Kings.
- The normal spring clean-up of litter and debris around both Management Centres is underway.

- The compaction equipment in use at both facilities has aged significantly (20-22 years) and therefore investigations are underway to address not only aging concerns, but the safety concerns raised through the external safety system audit process specifically with the compaction equipment in use at the East Management Centre. The cost to repair and address the issues raised at the East Management Centre are in the 125,000 – 150,000 range and therefore consideration is being given to removing that system and installing compaction equipment that would load from the back and compact materials into transport trailers. Taking this route would address several concerns including and most importantly those relating to safety issues. This approach would also eliminate the need to have a staff person operating the compaction equipment on essentially a full- time basis freeing up that resource for other uses around the site. Much the same is being considered at the West anagement Centre and a used piece of compaction equipment has been found in Moncton that may meet the needs there.
- Mr. Redden further noted that consideration is being given to designing a loading system to allow the current organics processing contractor to directly pick up those materials for shipment to their processing facility. Taking this approach is included in the current organics processing contract at a very attractive per/tonne rate which is much better than can be achieved using the Authority-owned equipment.
- As the Authority is aware, only the in-coming scale is functioning at the West Management Centre and safety issues around the requirement for drivers to leave their vehicles to access the scale house window are being identified and there is the added risk of only having 1 operating scale as if that scale were to malfunction or have to be shut down for any reason there is no back-up scale available for use. Therefore, the replacement of the outgoing scale at that site is now under investigation.
- A Request for Proposals for the Provision of Household Hazardous Waste Collection and Disposal Services has been prepared and released with a closing date of Thursday, May 20, 2021. This step has been taken as the current contract for these services will expire July 31, 2021.

In response to the question, it was noted that there will be costs associated with the landfill materials that were diverted to Cogmagun Landfill due to the fire at the Chester Landfill, however, it is anticipated that those costs will be in close proximity to the Kaizer Meadow landfill disposal fee. Transportation costs are not expected to be impacted as the travel distance to the Cogmagun landfill is very close to the travel distance to the Kaizer Meadow Landfill. General Manager Wort added that there will be shared costs for extinguishing the fire adding that a tally of total costs will be prepared and shared with the Authority when available.

ON MOTION OF GAIL SMITH AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY RECEIVE THE INTERIM OPERATIONS MANAGER REPORT.

MOTION CARRIED.

Agenda Item No. 11 – In Camera Session in Keeping with Section 22 (2)(e)-Contract Negotiations of the Municipal Government Act

ON MOTION OF DERRICK JAMIESON AND SECONDED BY WENDY ELLIOTT THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY MOVE TO AN IN-CAMERA SESSION IN KEEPING WITH SECTION 22(2)(e) OF THE MUNICIPAL GOVERNMENT ACT.

MOTION CARRIED

The May Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority resumed at 11:15am.

Agenda Item No. 12 – Next Meeting

Agenda Item No. 12.1 – June 16, 2021 In keeping with the normal meeting schedule

The next Regular Monthly Meeting of the Valley Region Solid Waste-Resource Management Authority will be held on June 16, 2021, beginning at 9:00am in keeping with the normal meeting schedule. It is unknown at this time if the meeting will be held virtually via Webex video conference or if current restrictions will be lifted to allow for an in-person meeting.

Agenda Item No. 13 – Adjournment

ON MOTION OF CRAIG GERRARD AND SECONDED BY WENDY ELLIOTT THE MAY REGULAR MONTHLY MEETING OF THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ADJOURNED AT 11:15AM.

MOTION CARRIED.

Respectfully Submitted,

Brenda Davidson
Office Manager
Valley Waste-Resource Management